

## STRATEGIC ELEMENTS ADMINISTRATION

This tool gives administrators the ability to modify, edit, add or remove strategic elements that are used throughout the ACMS application. Strategic elements are used to track spending within ledgers.

To edit a strategic element:

### Step 1

The screenshot shows the 'Strategic Elements Administration' page. At the top, there are tabs for 'Reports: Forecasting' and 'Performance'. On the right, there is a logo for 'Application Maintenance'. Below the tabs, there is a section titled 'Strategic Elements Administration' with a description: 'From the type drop down list, select the Strategic Elements Administration that you would like to edit or add entries to. The strategic elements associated with that type will be displayed below. To create a new strategic element for that type click the **New Strategic Element** button.'

The 'Type:' dropdown menu is open, showing the following options: '- Select Strategic Element Type -', '- Select Strategic Element Type -', 'Agency Strategic Goal', 'Agency Objectives', 'Program Strategic Goal', 'Program Objectives', 'Program Miscellaneous', and 'Agency Functional Area'. A callout box with the text '<click>' points to the dropdown menu.

<Click> the Type dropdown box to select a strategic elements category.

### Step 2a

The screenshot shows the 'Strategic Elements Administration' page with the 'Type:' dropdown menu set to 'Agency Objectives'. Below the dropdown, it says '9 items found.' On the right, there is a button labeled 'New Strategic Element' which is circled. Below this, there is a table with the following data:

| Name ^                                   | Agency Strategic Goal - | Status - | Action |
|--|-------------------------|----------|--------|
| Certify the health of animals and plants | Facilitating            | Active   |        |
| Emergency preparedness and response      | Safeguarding            | Active   |        |
| Expertise and training                   | Facilitating            | Active   |        |
| Manage issues                            | Safeguarding            | Active   |        |
| Offshore threat                          | Safeguarding            | Active   |        |
| Regulate and monitor                     | Safeguarding            | Active   |        |

<click> New Strategic Element to create a New Strategic Element for that assigned category

To edit an existing strategic element:

### Step 2b







**Strategic Elements Administration**

From the type drop down list, select the Strategic Elements Administration that you would like to edit or add entries to. The strategic elements associated with that type will be displayed below. To create a new strategic element for that type click the **New Strategic Element** button.

Type:

9 items found.

**New Strategic Element**

| Name                                     | Agency Strategic Goal | Status | Action  |
|--|-----------------------|--------|---|
| Certify the health of animals and plants | Facilitating          | Active |  |
| Emergency preparedness and response      | Safeguarding          | Active |  |
| Expertise and training                   | Facilitating          | Active |  |
| Manage issues                            | Safeguarding          | Active |  |
| Offshore threat                          | Safeguarding          | Active |  |
| Regulate and monitor                     | Safeguarding          | Active |  |


<click> The edit icon to make changes to the selected strategic element.

## CREATING A NEW STRATEGIC ELEMENT

When creating a new strategic element, be sure the Strategic Element Type is correct for the element you are creating.

### Step3

**Reports:** [Forecasting](#) [Performance](#)

 **Application Maintenance**

**Strategic Elements Profile**

\* Indicates a required field

To create a new strategic element fill in the name of the new strategic element, specify the status of the strategic element and finally enter in a brief description of the strategic element.

| Strategic Element Type  | Agency Strategic Goal               |
|---|-------------------------------------|
| <b>Name *</b>   | <input type="text"/>                |
| <b>Begin Fiscal Year *</b>  | <input type="text"/>                |
| <b>End Fiscal Year *</b>  | <input type="text"/>                |
| <b>Status *</b><br>Selecting inactive will disable this Strategic Element throughout the entire application | <input type="text" value="Active"/> |
| <b>Description</b>  | <input type="text"/>                |

**Save** **Cancel**

**Name:** Enter the name for the strategic element

\*This is a required field

**Begin Fiscal Year:** Enter the beginning fiscal year that this element will be active for.

\*This is a required field

**End Fiscal Year:** Enter the last fiscal year that this element will be active for within ACMS.

\*This is a required field

**Status:** Set the status to active to enable the element through

**Description:** Enter in a description for this Strategic Element

**<click save>** to save your strategic element and return to the previous screen or **<click cancel>** to discard your information and return to the previous screen.